



# *Manager's Report*

## *for Council Meeting of June 13, 2006*

### **BUSINESS LICENSES**

Catoctin Veterinary Clinic, LLC  
Court House Deli & Grill  
D&D Auto Performance  
HMS Auctions  
Linda Zangler  
Marchelle's  
Serene Networks, Inc.  
Shared Flight, LLC  
We Be Cleaning

### **HUMAN RESOURCES**

New hires and terminations for the period of May 29 to June 2, 2006

#### **New Hires**

Derek O'Brien  
Jennifer Shaw

#### **Position**

Maintenance Worker I  
Police Officer II

#### **Department**

Streets & Grounds  
Police

#### **Promotions**

None

#### **Transfers**

None

#### **Separations**

Bryan Atchariyakornchai  
Cassandra Dobson  
John Romberg

Utility Plant Operator  
Communications Tech  
Utility Plant Operator

WPCF  
Police  
WPCF

**PLANNING, ZONING & DEVELOPMENT****CURRENT PLANNING DIVISION**

<b>PLAN REVIEW ACTIVITY</b>			
<b>PLANS REVIEWED DURING THE PERIOD OF: MAY 16, 2006 – JUNE 5, 2006</b>			
<b>Project Name (Address/Location)</b>	<b>Project Type</b>	<b>Submission Number</b>	<b>Proposal Description</b>
Lowenbach Subdivision, Lot 96 TLDW-2006-0002	No Adverse Impact Plan (Development Plan Waiver)	1 <sup>st</sup>	Proposal to construct a single family residential dwelling and related infrastructure on an existing lot of record.
Dulles Greenway/Battlefield Parkway Interchange TLPF-2006-0003	Preliminary/Final Development Plan	1 <sup>st</sup>	Proposal to construct the public/private roadway infrastructure for an interchange at Battlefield Parkway and Dulles Greenway.
Oaklawn Townhouses, Section 2 (West side of Sycolin Road near the intersection with Tolbert Lane) TLFS-2006-0002	Final Subdivision Plat	1 <sup>st</sup>	Proposal to create a subdivision for the construction of 86 townhouses and related infrastructure.
Leesburg Plaza Shopping Center, Outparcel B (500 block of East Market Street, NE) TLPF-2006-0004	Preliminary/Final Development Plan	1 <sup>st</sup>	Proposal to construct a retail use on a pad site in the Leesburg Plaza Shopping Center parking lot.
Tavistock Farms, Section 15, 16 & 17 (At the southeast corner of Battlefield Parkway/Tavistock Drive) TLRD-2005-0009	Revision to Approved Preliminary/Final Development Plan	2 <sup>nd</sup>	Proposal to remove the proposed swimming pool and make minor adjustments to the multifamily building footprints.
Edwards Ferry Road Improvements (VDOT)	Loudoun County Referral	1 <sup>st</sup>	Proposal to make certain road improvements to a section of Edwards Ferry Rd (just outside the Town) from the intersection of Battlefield Parkway to Red Rocks Park.
River Creek Village (1400 block of Edwards Ferry Rd, NE) TLPF-2005-0008	Preliminary Development Plan	3 <sup>rd</sup>	Proposal to construct 133,000 square feet of retail and office including one stand alone sit-down restaurant.
Potomac Crossing, Section 10 (HOA Park with Gazebo) TLRD-2006-0002	Revision to Approved Construction Drawings	1 <sup>st</sup>	Proposal to revise the landscaping and gazebo within the proposed HOA park area within the townhouse development.
Potomac Crossing, Section 10 (HOA Pedestrian Trail) TLRD-2006-0001	Revision to Approved Construction Drawings	1 <sup>st</sup>	Proposal to revise the alignment of the pedestrian trail between the existing single family, townhouse and school properties and the townhouses of Section 10.
Fort Evans Plaza II (400-500 block of Fort Evans Road) TLPF-2005-0017	Preliminary/Final Development Plan	2 <sup>nd</sup>	Proposal to construct 298,441 square feet of retail/office uses on 35 acres.

<b>PLANS ACCEPTED FOR REVIEW DURING THE PERIOD OF: MAY 16, 2006 – JUNE 5, 2006</b>			
<b>Project Name (Address/Location)</b>	<b>Project Type</b>	<b>Submission Number</b>	<b>Proposal Description</b>
Villages @ Leesburg/ Wegmans Food Market TLPF-2006-0009	Preliminary/Final Development Plan	1 <sup>st</sup>	Proposal to construct 131,317 square feet of retail grocery, parking garage, town center boulevard and access road.
Villages @ Leesburg/Route 7/River Creek Parkway Interchange	Preliminary/Final Development Plan	1 <sup>st</sup>	Proposal to construct an elevated interchange at the intersection of Route 7 and River Creek Parkway.
Catoctin Circle Center, Phase II (0-100 block of Catoctin Circle) TLPF-2006-0008	Preliminary/Final Development Plan	1 <sup>st</sup>	Proposal to construct a multilevel parking garage and an office/retail building in conjunction with an approved plan consisting of 99,200 square feet of office and retail including a restaurant.
Tavistock Farms, Section 15, 16 & 17 (At the southeast corner of Battlefield Parkway/Tavistock Drive) TLRD-2005-0009	Revision to Approved Preliminary/Final Development Plan	2 <sup>nd</sup>	Proposal to remove a proposed swimming pool and make minor adjustments to the multifamily building footprints that is approved for 300 condominium units.

Oaklawn at Stratford, MUC 5	Request for Preliminary/Final Development Plan Authorization	2 <sup>nd</sup>	
Potomac Crossing, Section 10 (HOA Park with Gazebo) TLRD-2006-0002	Revision to Approved Construction Drawings	1 <sup>st</sup>	Proposal to revise the landscaping and gazebo within the proposed HOA park area within the townhouse development.
Potomac Crossing, Section 10 (HOA Pedestrian Trail) TLRD-2006-0001	Revision to Approved Construction Drawings	1 <sup>st</sup>	Proposal to revise the alignment of the pedestrian trail between the existing single family, townhouse and school properties and the townhouses of Section 10.
Patriot Office Park (0-100 block of Fort Evans Road, NE) TLPF-2002-0020 (DP 2000-20)	Preliminary/Final Development Plan	5 <sup>th</sup>	Proposal to construct 3-story office buildings totaling 103,155 square feet on 4.9 acres.
Patriot Office Park DP 2002-20	ROW & Easement Plat	4 <sup>th</sup>	Proposal to create easements related to the construction of 3-story office buildings totaling 103,155 square feet.
Oaklawn Multifamily (Adjacent to Sycolin Road and future Battlefield Parkway alignment) TLPF-2005-0009	Final Development Plan	2 <sup>nd</sup>	Proposal to construct 140 condominium units and related infrastructure.
Exeter Neighborhood Center (At the northwest corner of the intersection of Battlefield Parkway and the Leesburg Bypass) (DP-89-02) TLPF-2004-0014	Preliminary/Final Development Plan	8 <sup>th</sup>	Proposal to construct a 40,000 square foot retail center and related infrastructure.
Oaklawn Multifamily (Adjacent to Sycolin Road and future Battlefield Parkway alignment) TLPF-2005-0009	Final Development Plan	2 <sup>nd</sup>	Proposal to construct 140 condominium units and related infrastructure.
BB& T Parking Lot Expansion (Near the intersection of Harrison Street and Catocin Circle) TLDW-2006-0001	No Adverse Impact Plan	2 <sup>nd</sup>	Proposal to expand the existing bank parking lot.
Potomac Station, Parcel B (Best Buy, Building F/Reduction of Tenant Spaces) TLRD-2006-0003	Revision to Approved Preliminary/Final Development Plan	1 <sup>st</sup>	Proposal to revise the tenant spaces resulting in a reduction of tenant spaces from 4 to 3.
Potomac Station, Parcel B (Best Buy, Building F/Landscape Revisions) TLRD-2006-0004)	Revision to Approved Preliminary/Final Development Plan	1 <sup>st</sup>	Proposal to revise the landscaping.
Tavistock Office Park (At the intersection of Sycolin Road and Tavistock Drive) TLPF-2004-0025	Preliminary/Final Development Plan	2 <sup>nd</sup>	Proposal to construct a 33,100 square foot two-story office building and related infrastructure.
Kincaid Forest, Section 3 (THs) (At the intersection of Battlefield Parkway and Kincaid Boulevard) TLPS-2005-0002	Preliminary Subdivision Plat	3 <sup>rd</sup>	Proposal to construct 38 single family attached residential dwellings (townhouses).

## **ZONING DIVISION**

### **Zoning Permits Issued Residential**

None

### **Zoning Permits Issued Commercial**

165 Fort Evans Road, NE – Leesburg Veterinary Clinic - \$4,000,000

### **Occupancy Permits Issued Residential**

12 SFA – Potomac Station

**Occupancy Permits Issued Commercial**

605 Potomac Station Drive, NE – Arby's  
510 H East Market Street – East Bay Flooring

**WATER & SEWER ADMINISTRATION**

**During this time frame there were:**

- 4 Public Facility Permits were issued totaling \$122,849.
- 15 work orders issued for meter sets.
- 10 requests for occupancy inspection were issued.

**Capital Projects Update**

- Nine plans, three right-of-way permits and four requests for water and sewer system computer modeling was received and processed.
- The miscellaneous water system improvements project continues with contractor work in the Caranby Square subdivision by installing blow-off valves.
- Construction activities have begun for the Utility Lines Maintenance Building. The first steps are storm sewer installation and utility work.
- The contract design for the Lower Sycolin Sewer System has been put on hold at the request of Council.
- Design work is proceeding on Carr Tank No. 2 and the Sycolin Road Tank with soil work being in the first phase of the contract.
- Activities have begun at the Kenneth B. Rollins Water Filtration Plant with the installation of E&S measures.

**UTILITY LINES DIVISION**

**Routine Items Include:**

- turn on's and off's
- water meter readings
- complaint investigations
- rodding and cleaning sanitary sewer trouble spots
- marking water and sewer lines for contractors and citizens
- vehicle and ditch maintenance
- bush hogging
- flushing the Sycolin Zone
- assisting the Water Pollution Control Facility with unclogging a line at the Cattail Pump Station
- assisting the Water Treatment Facility with flushing an inter connector
- sanitary sewer cleaning on Prince Street
- sanitary sewer cleaning in SW 2 and SW 4

**Summary Programs:**

- Staff performed complete maintenance on 84 fire hydrants.
- 16 new connections were made to the Town's utility system.
- Staff responded to 638 Miss Utility requests to locate utility lines.

## TOWN OF LEESBURG

Full-Time and Part-Time vacancies as of June 2, 2006

Department		Position Title	Date of Vacancy	Ad Placed	Apps Rcvd	Prelim Interview	Final Interview	Offered	Accepted
<b>Balch Library</b>	1	Library Reference Specialist	1/26/06	√	√	√	√		
<b>Capital Projects</b>	1	Senior Engineer	7/1/06	√					
	1	Engineer	7/1/06	√					
<b>Eng &amp; PW</b>	1	Senior Engineer (Plan Review)	7/14/05	√	√	√			
<b>Human Resources</b>	1	HR Director	6/30/05	√	√	√	√ To be re-advertised		
<b>Parks &amp; Recreation</b>	1	Sports and Fitness Rec. Program Super.	3/24/06	√	√	√	√	√	√
	1	Custodian	4/21/06	√					
	1	Outdoor Facilities Supervisor	5/4/06	Internal Recruitment	√	√	√	√	√
	1	Asst. Recreation Program Supervisor/Community Outreach	5/5/06	√	√				
	2	Asst. Recreation Program Supvr./Community Outreach Program	7/1/06 * 1 new position	√					
<b>Planning &amp; Zoning</b>	1	Sr. Planner	3/28/06	√	√				
	1	Urban Forester	3/14/06	√	√	√	√	√ Offer Rejected	
	1	Admin. Assoc. I	5/1/06	√	√				
<b>Police</b>	4	Police Officer I	4/7/05	√	√	√			
	1	Crime Scene Specialist	3/1/06	√	√	√	√	√ Offer Rejected	
	2	Communications Tech	5/21/06	√					
<b>Utilities</b>	2	Sr. Utility Plant Operator OR Utility Plant Operator OR Utility Plant Operator Trainee	5/1/06	√	√	√			
<b>Total</b>	23								

John Wells  
Town Manager